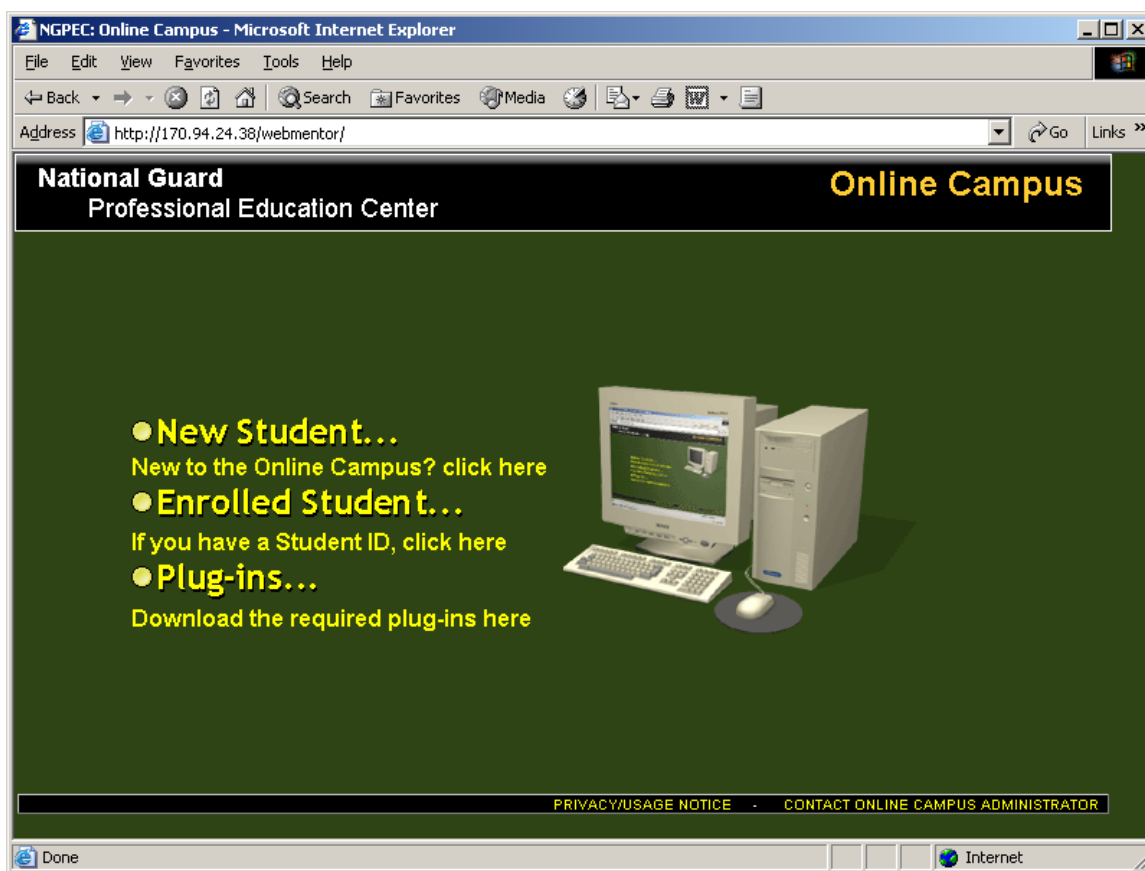


Instructions for logging on to Food Operations Management Course (FOMC) – Phase 1

The first step in enrolling in the Food Operations is to go to the National Guard Professional Education Center's (PEC) web site. Using a computer with Internet capability and access, you'll need to type:

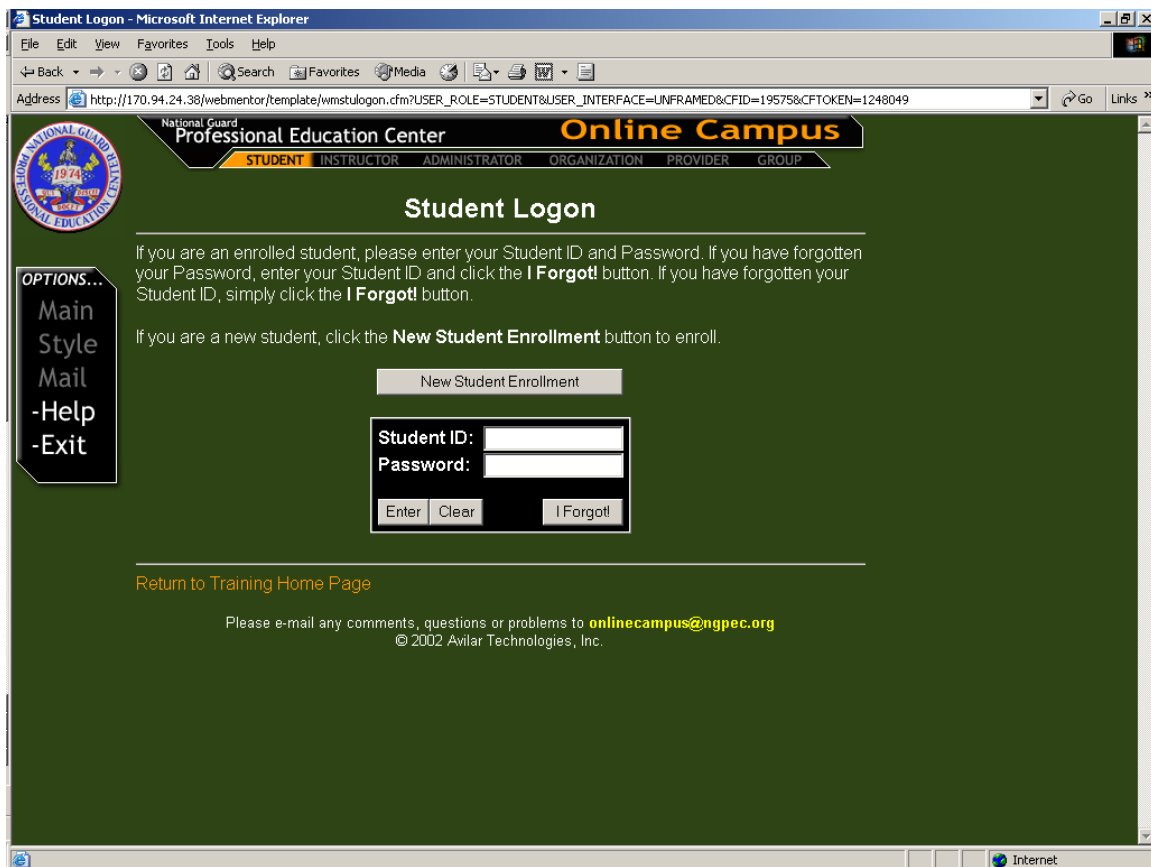
<http://170.94.24.38/webmentor/>

If you're viewing this document on a computer with Internet access, clicking on the link above will take you to the National Guard Professional Education Center's Student Logon screen (pictured below).



If you have previously enrolled with the National Guard Professional Education Center's Online Campus you will select Enrolled Student with will take you to the following screen.

If this is your initial enrollment in the PEC Online Campus then click on "New Student" and continue with the instructions on page 3 of this instruction.



If you have previously enrolled in any PEC online course then logon with your existing Student ID and Password, select Enter, and continue on page 6 of this instruction. At this screen you will type your previously established ID and Password to go to the Student Main Menu.

New Student Enrollment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://170.94.24.38/webmentor/template/wmnewstu.cfm> Go Links »

National Guard Professional Education Center Online Campus

STUDENT INSTRUCTOR ADMINISTRATOR ORGANIZATION PROVIDER GROUP

New Student Enrollment

This is a new student introduction for all Organizations.

Assign yourself a Student ID and Password.

Student ID:

Password: Verify Password:

Your Name:

Organization Affiliation

Please select the Organization with which you are affiliated from the list below. If you are not affiliated with any Organization in the list, select the National Guard Professional Education Center (NGPEC) Organization. Organizations that require the entry of an enrollment key have an * preceding their list entry. If your Organization requires an enrollment key and one has not been provided to you, contact an administrator from your Organization.

Organization:

Enrollment Key:

[Return to Training Home Page](#)

Please e-mail any comments, questions or problems to onlinecampus@ngpec.org

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Done Internet

As a new student you'll have to create a Student ID and Password for yourself; it is recommended that you write this information down and keep it in a safe and secured location. Next, you are required to fill in your name, in the format you would like to appear on your certificate of completion.

The second section of this screen asks you about your Organizational Affiliation (see the next picture).

New Student Enrollment

This is a new student introduction for all Organizations.

Assign yourself a Student ID and Password.

Student ID:

Password: Verify Password:

Your Name:

Organization Affiliation

Please select the Organization with which you are affiliated from the list below. If you are not affiliated with any Organization in the list, select the National Guard Professional Education Center (NGPEC) Organization. Organizations that require the entry of an enrollment key have an * preceding their list entry. If your Organization requires an enrollment key and one has not been provided to you, contact an administrator from your Organization.

Organization:

Enrollment Key:

[Return to Training](#)

Please e-mail us at ngpec.org

This screen directs you to “select an organization with which you are affiliated from the list.” Once you have clicked on the down arrow (in the right corner of the window) the organization you need to select is *Air National Guard Training and Education Center (TEC) from the drop-down menu. Additionally, since this selection has an asterisk (*) preceding it you are required to enter an Enrollment Key, in the Enrollment Key window type t3c. After you have completed all the blocks on this screen, click on the Submit button to go to the next screen.

New Student Enrollment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address http://170.94.24.38/webmentor/template/newstuorgck.cfm Go Links

National Guard Professional Education Center Online Campus

STUDENT INSTRUCTOR ADMINISTRATOR ORGANIZATION PROVIDER GROUP

Air National Guard Training and Education Center New Student Enrollment

OPTIONS...
Main
Style
Mail
-Help
-Exit

Air National Guard Training and Education Center requires the following information to complete your enrollment. Please fill out the form below. **The fields with titles in bold are mandatory.** Click the Submit button to complete your enrollment.

Social Security No:

Address:

City:

State:

Zip Code:

Country:

Phone:

Fax:

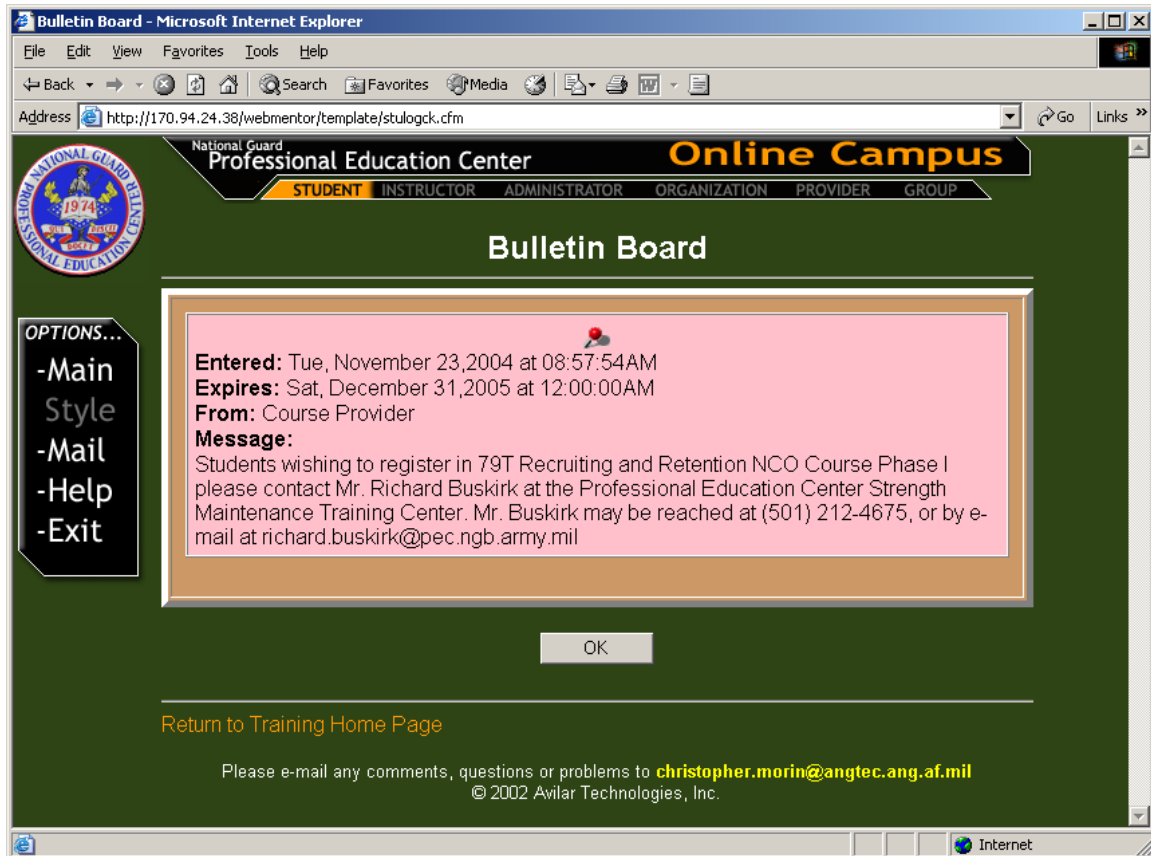
E-mail:

[Return to New Student Enrollment](#)

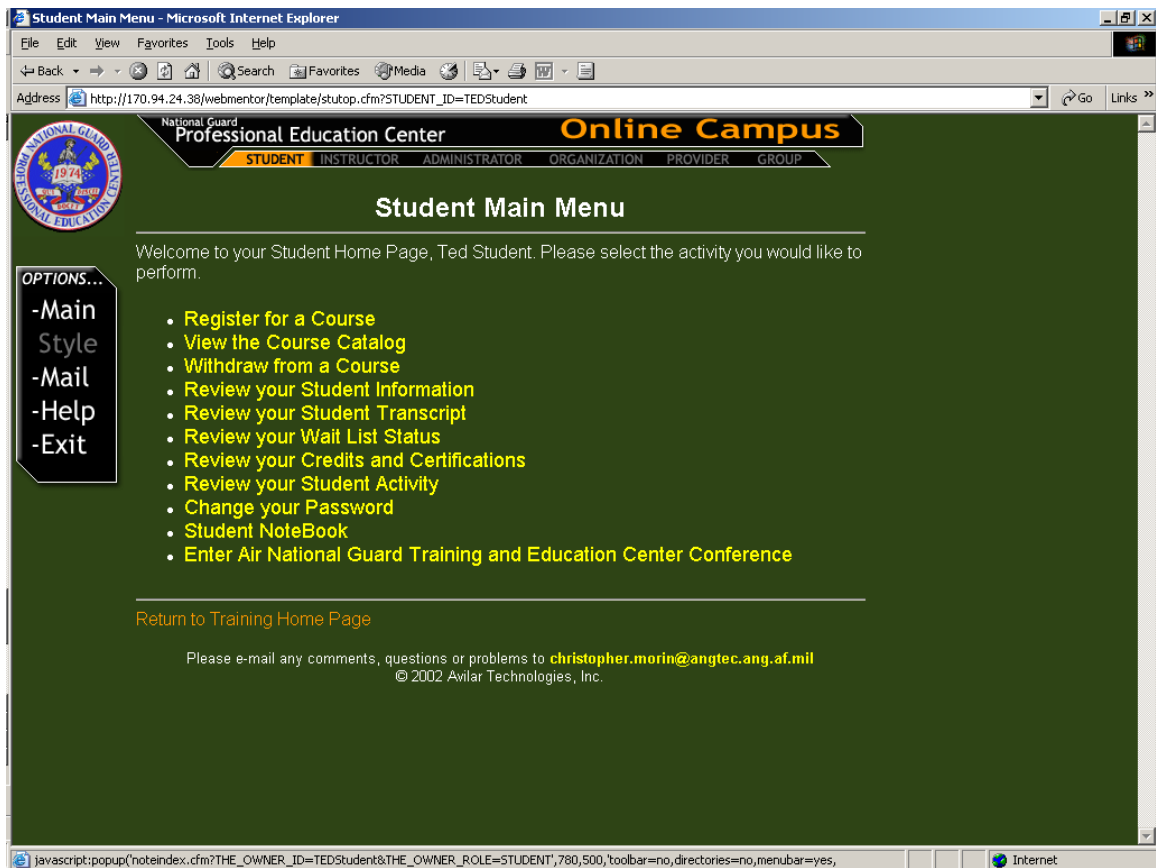
Please e-mail any comments, questions or problems to onlinecampus@ngpec.org
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Internet

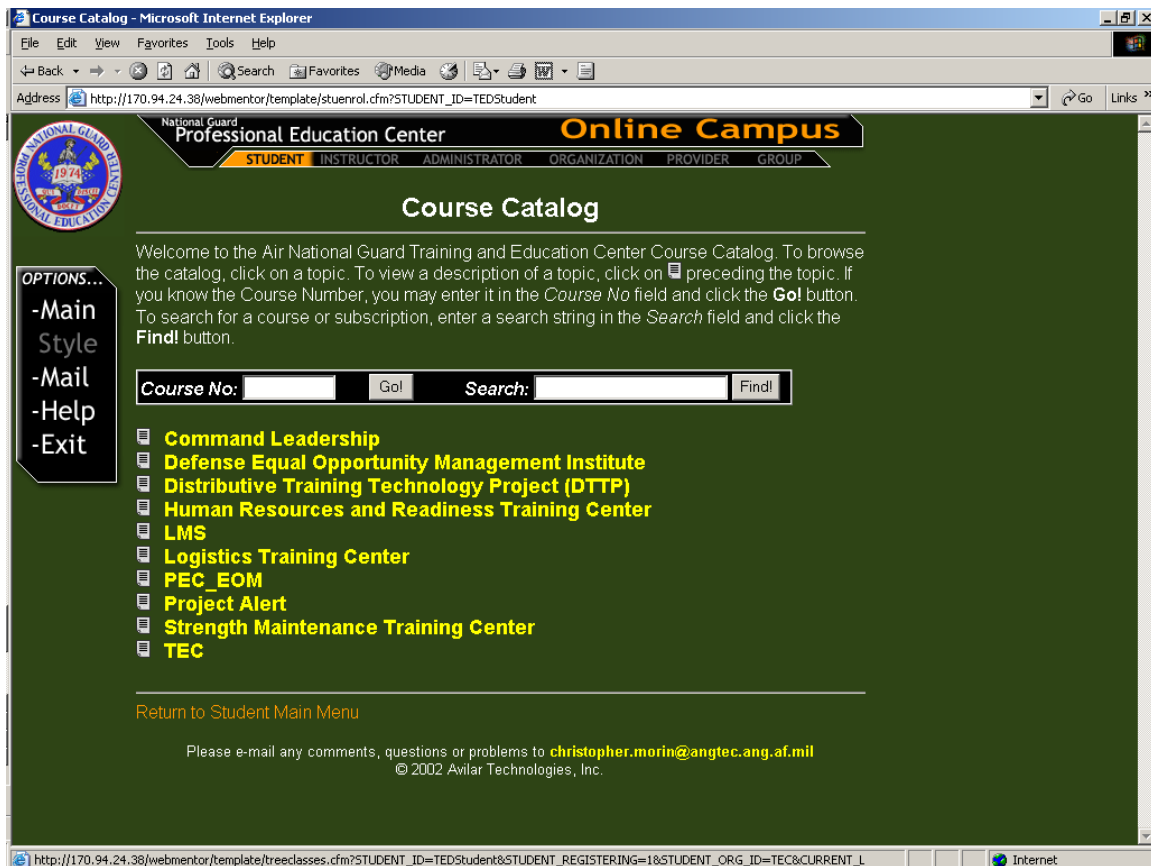
Once the above screen loads complete the fields as instructed. **NOTE:** It is important that the e-mail address you put in the e-mail field is an address that you check regularly. Click on Submit to continue with your enrollment.



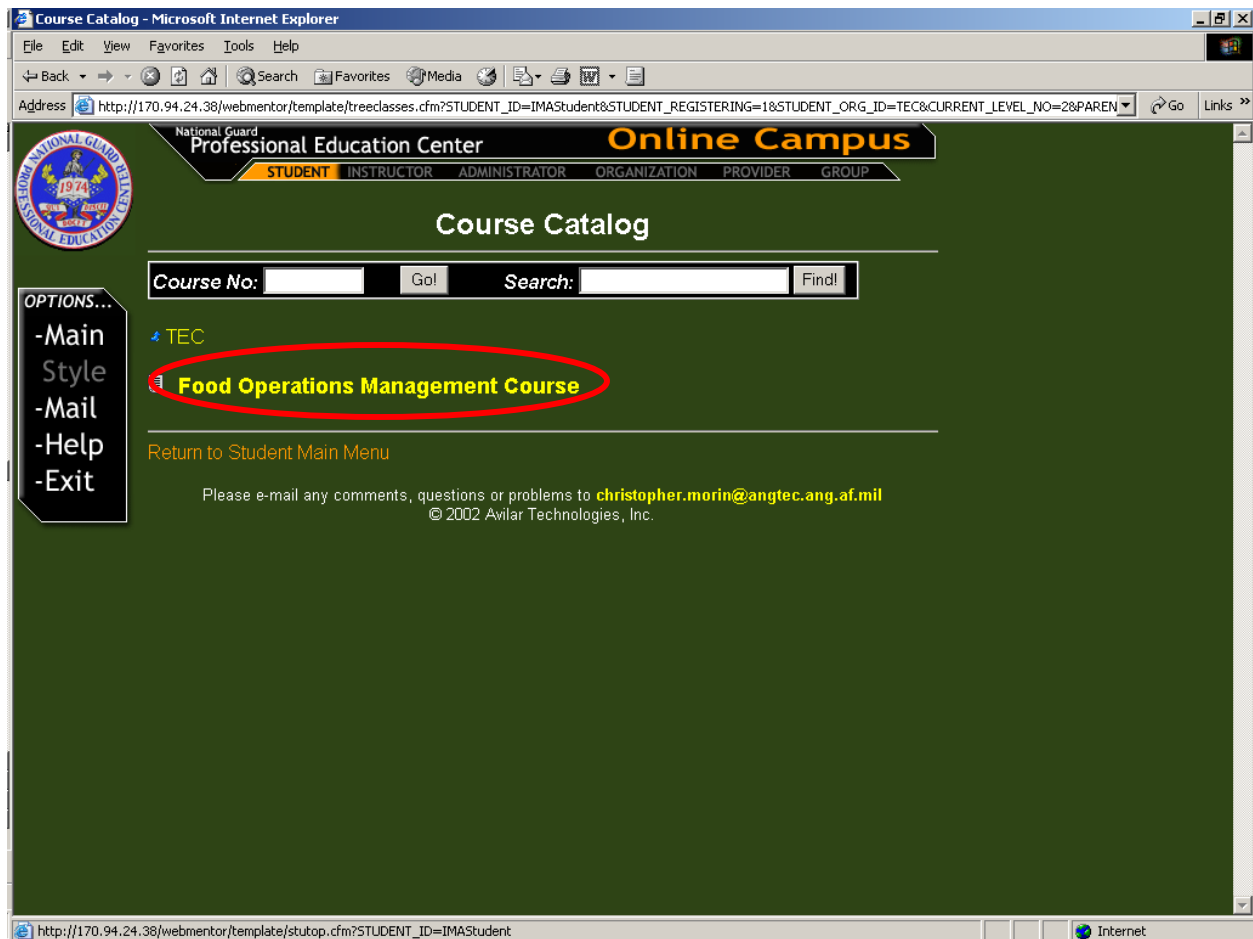
The screen above will then appear; this screen contains important information about updates, changes, and events that could affect the Food Operations Management Course. To continue you'll need to click on the OK button.



At this point you'll be at the Student Main Menu. This screen offers you a number of options to check on your progress/status in the FOMC but before you can do that you must select the first option "Register for a Course" which will take you to the Course Catalog screen.



As you can see, this screen offers a lot of topics. However, the only topic you need to be concerned with at this point is the TEC topic (It is not necessary to do anything on this screen other than click on TEC). The next screen will show you what courses within the TEC topic are available to you; in this case you'll be looking for the Food Operations Management Course.



Clicking on the course title will take you to the next screen.

Course Catalog - Microsoft Internet Explorer

Address: http://170.94.24.38/webmentor/template/treeclasses.cfm?STUDENT_ID=IMAStudent&STUDENT_REGISTERING=1&STUDENT_ORG_ID=TEC&CURRENT_LEVEL_NO=3&PAREN

National Guard Professional Education Center Online Campus

STUDENT INSTRUCTOR ADMINISTRATOR ORGANIZATION PROVIDER GROUP

Course Catalog

Course No: Go! Search: Find!


OPTIONS...

- Main
- Style
- Mail
- Help
- Exit

TEC

Food Operations Management Course

This computer-based instruction provides Food Service Managers and employees with a broad knowledge and will provide the foundation required to gain further knowledge and skills in the Services career field. This course consists of an Introduction, five lessons (in each lesson there is a quiz or activity), and a Final Exam. Topics of instruction include the following: an introduction to the Air Force (AF) e-Publishing web site, the AF Services web site, and the Air National Guard (ANG) Services web site, operating instructions and local guidance in relation to food service; acronyms and terms used in food service; roles and responsibilities affecting food service; specific areas of interest in food service; a description of specific forms used in food service; a brief history of the evolution of military food service; and an introduction to the Hennessy Award and the Disney Award. NOTE: This course is a prerequisite for any ANG Food Manager Course. Therefore, it is mandatory that you review this course to ensure proficiency immediately before you attend any In-Resident Food Manager Course to confirm your knowledge/comprehension of the material provided in this course.

Catalog No	Type	Title	Sessions	Fee
FOMC		Food Operations Management Course	4	No Charge

[Return to Student Main Menu](#)

Please e-mail any comments, questions or problems to christopher.morin@angtec.af.mil

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This screen will provide you with a basic course description. Once you have read the description, click on the title Food Operations Management Course to continue.

Course Information - Microsoft Internet Explorer

Address: http://170.94.24.38/webmentor/template/sessions.cfm?STUDENT_ID=TEDStudent&STUDENT_REGISTERING=1&COURSE_NO=FOMC&STUDENT_ORG_ID=TEC

National Guard Professional Education Center Online Campus

STUDENT INSTRUCTOR ADMINISTRATOR ORGANIZATION PROVIDER GROUP

Food Operations Management Course Course Information

Information about the selected course is shown below. Information about the session of the course is also shown.

[Return to Course Catalog](#)

(FOMC) Food Operations Management Course

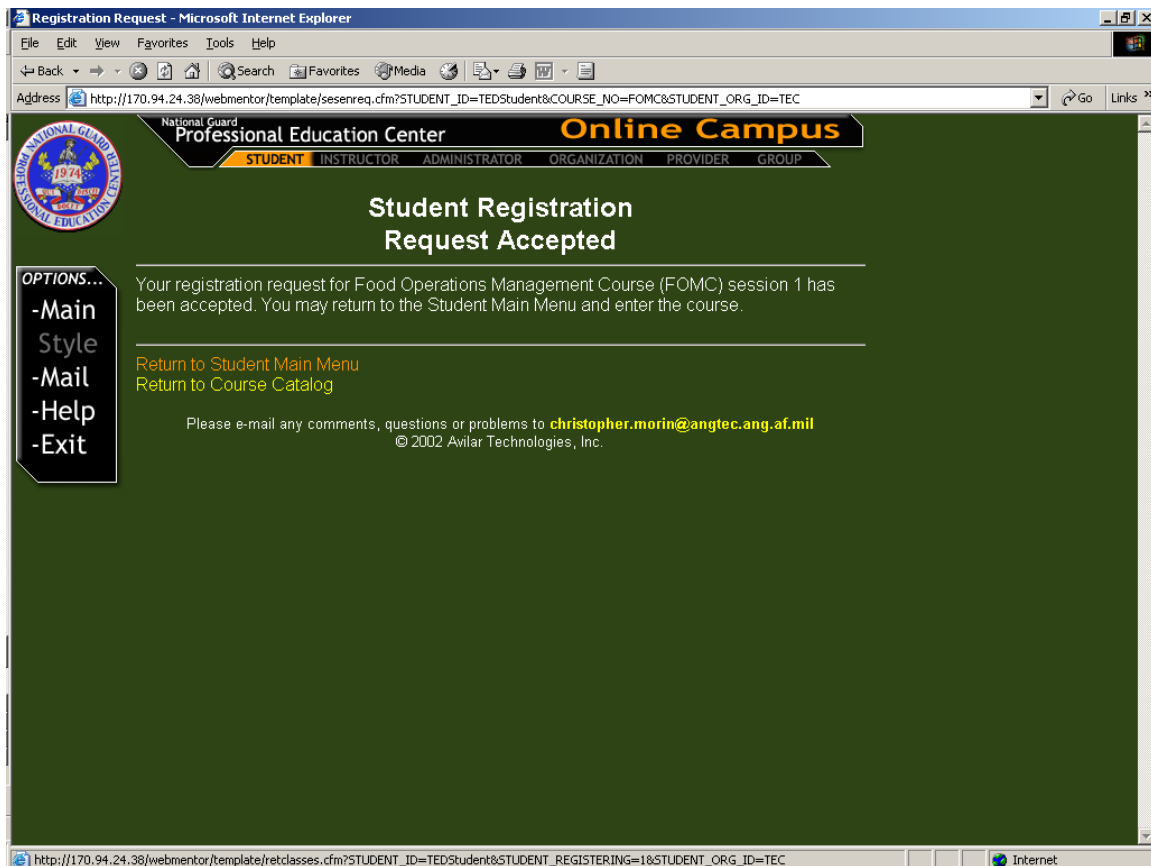
Course Fee: \$0.00

Course Description: No Description

Select	Session	Session Description		Type	Status	
<input type="radio"/>	1			Private	20 Seats	
		Session Fee	Registration Dates Start End	Session Dates Start End	Days to Complete	Sponsoring Organization
		\$0.00	none none	none none	180	TEC
		Instructor's Name		Phone	E-mail	
		TEC Default Instructor		DSN 266-4100	christopher.morin@angtec.af.mil	

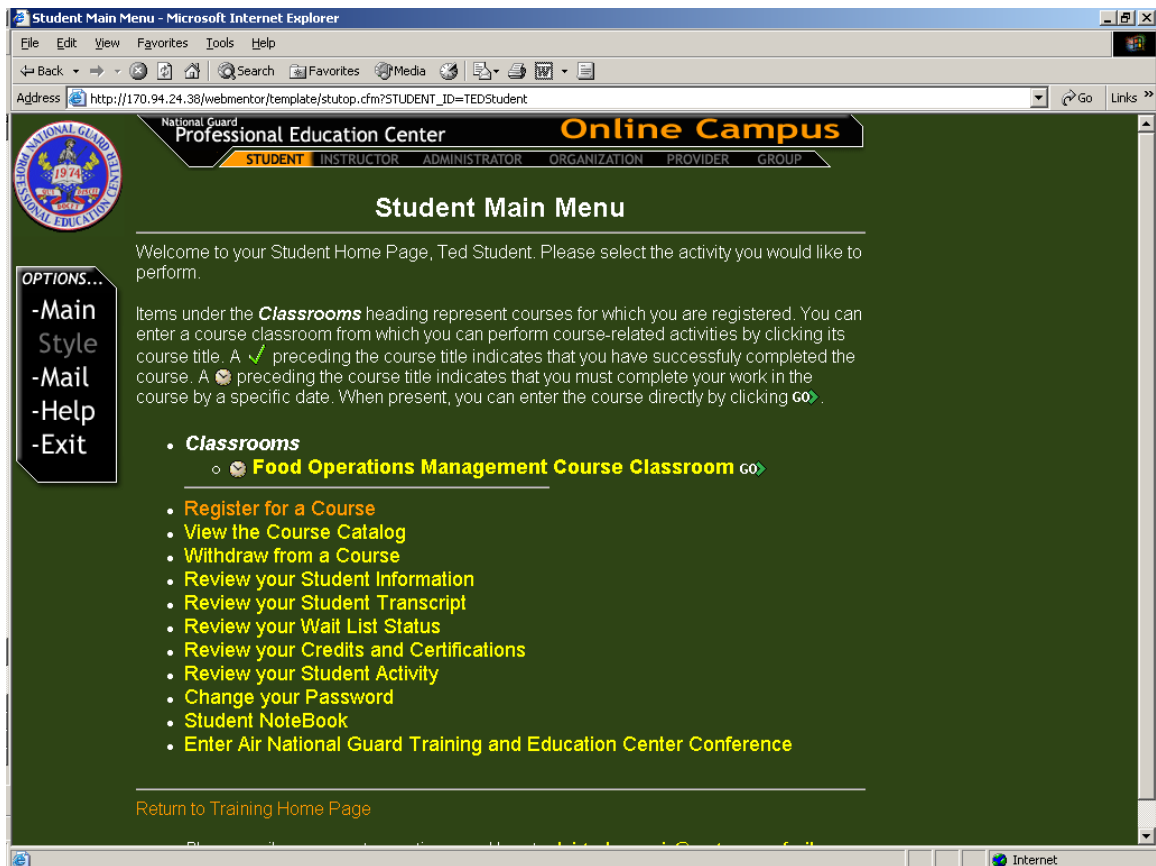
If you want to register for an available session, click the session's radio button in the *Select* column and then click the **Register** button below.

This screen is the last screen before you're registered as a student in the Food Operations Management Course – Phase 1. At this screen you'll need to click on the "radio button" under the heading of Select. Once you have clicked on the radio button you'll need to click on the Register button (at the bottom left of the screen) to complete your registration.

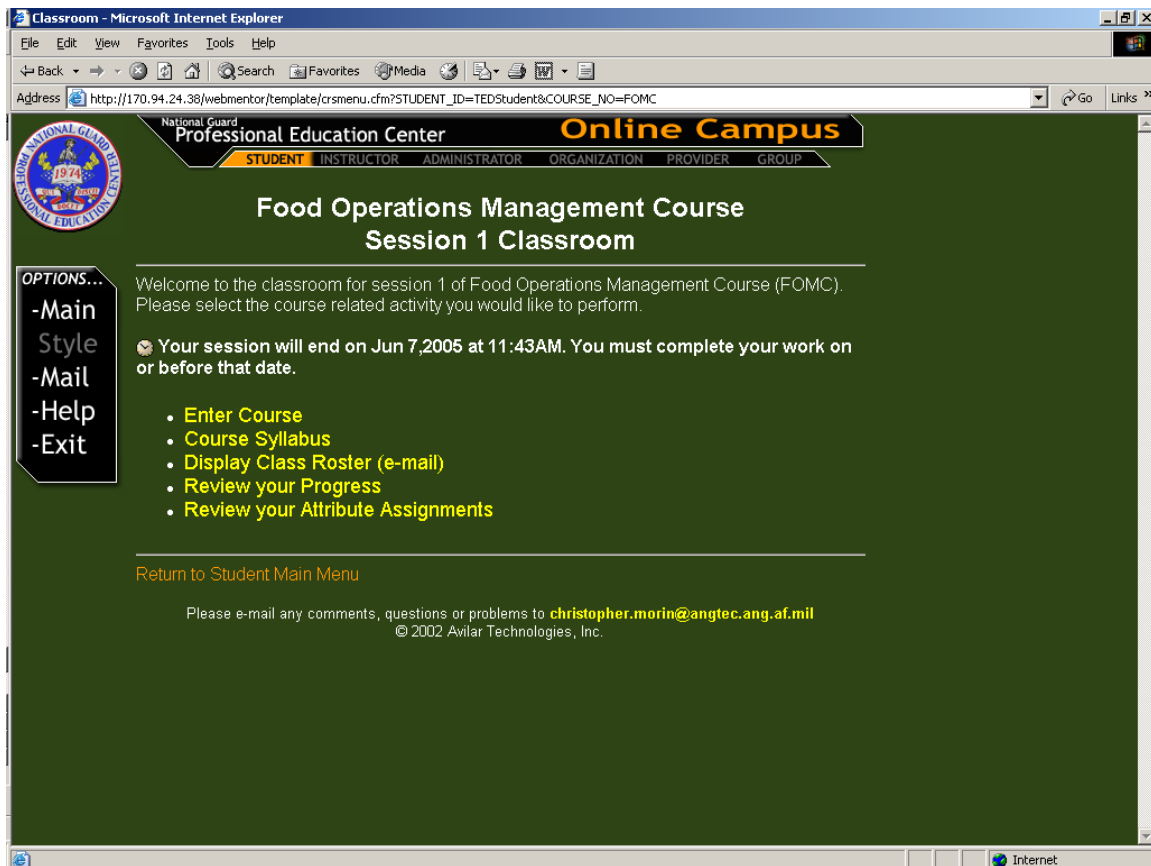


After you've clicked on the Register button from the previous screen you should see this screen informing you that your registration request has been accepted. If the screen does not say that your Student Registration Request has been Accepted then you will need to contact Richard Bronson, NGPEC LMS Manager at Camp Robinson, Arkansas either by calling DSN 962-4777, Commercial Phone Number (501) 212-4777, or by sending him an e-mail at Richard.Bronson@pec.ngb.army.mil. Once your screen looks like this (Request Accepted) then you have three choices: you can Return to the Student Main Menu, Return to the Course Catalog, or Exit the Online Campus (which will log you out of the National Guard Professional Education Center's web site).

Now that you're registered as a student, you can click on Return to Student Main Menu to start the Food Operations Management Course (FOMC) – Phase 1.

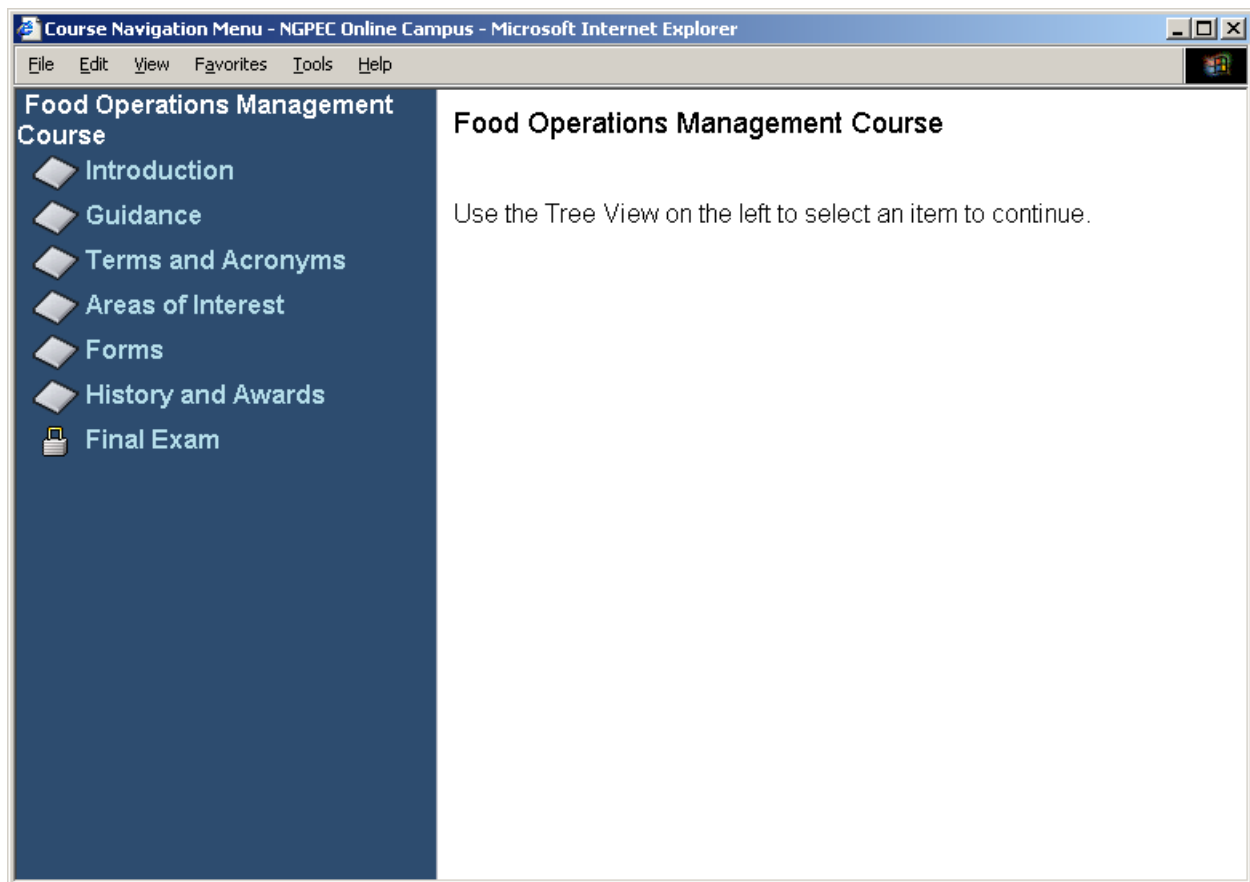


From the Student Main Menu screen you'll need to click on the Food Operations Management Course Classroom (under the heading Classrooms) to start the course. **Note:** you may want to take notice of the options on this screen that are available to you such as: Review your Student Information, Review your Student Transcript, and Change your Password. Clicking on Food Operations Management Course Classroom (under the heading Classrooms) will take you to the classroom session of the Food Operations Management Course.



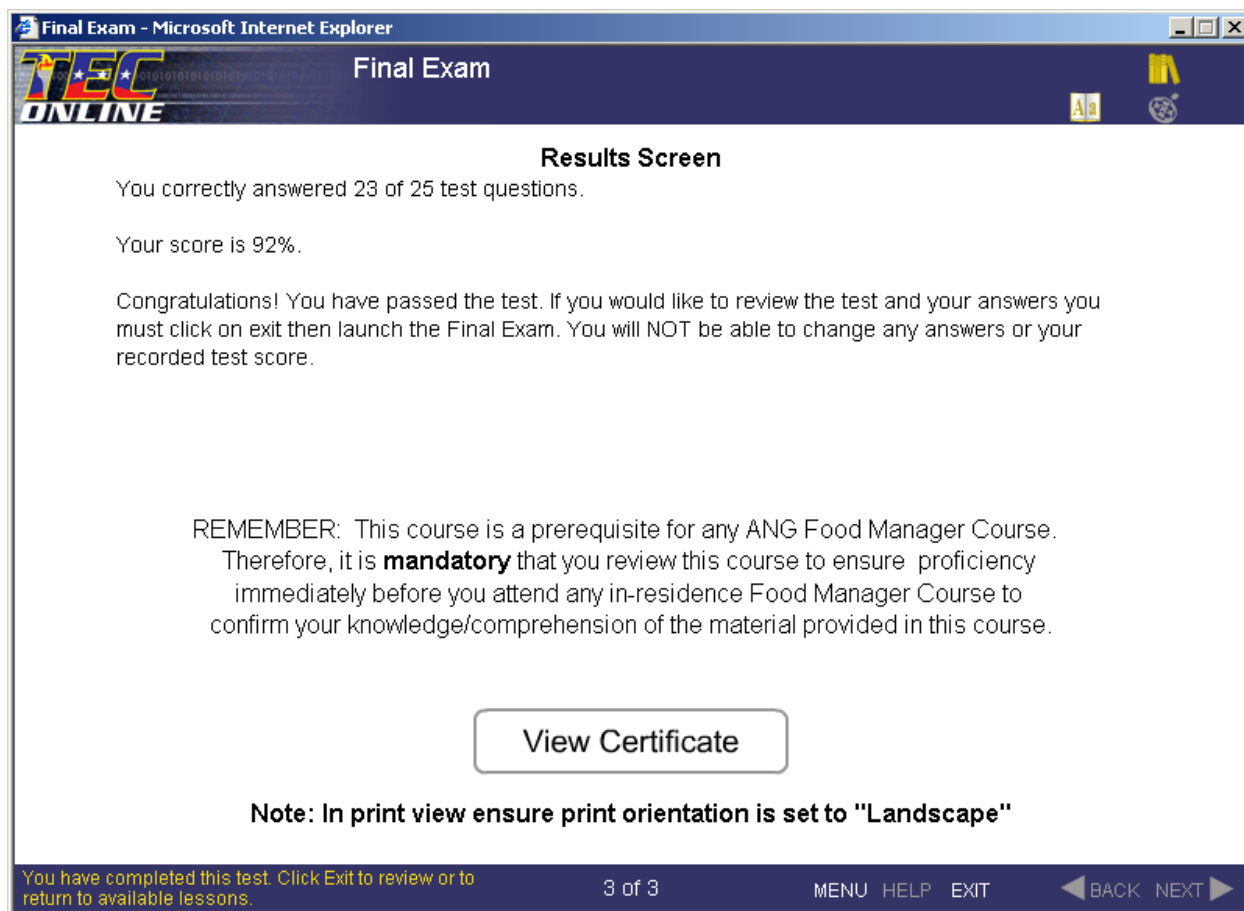
At this screen you can not only Enter (start) the Course, but you can also view the Course Syllabus, see a Class Roster of who else is enrolled in the course, and Review your Progress. Clicking on the Enter Course option will take you to the course menu.

Note: once you're registered for a course you are automatically assigned a course completion suspense date that is displayed on this screen. If you do not complete the course before the suspense date all of your work will be lost and you will have to re-register and start the course from the beginning.



The Menu Page of this course advises that you: to “Use the Tree View on the left to select an item to continue.” If you are taking this course for the first time it is recommended that you start by clicking on the word Introduction and work through the menu from top to bottom by clicking on each topic title. After you complete each topic the diamond to the left of the topic title will change color from gray to blue to help you track your progress. Note the lock to the left of the title Final Exam - this symbol represents the fact that you will not be allowed to take the Final Exam until you have completed all the other portions of this course.

NOTE: Once you select a topic you will see the warning: “Do not navigate away from this page while the course window is running.” In other words, DO NOT close this window until you are ready to exit the course.



Upon completion of the Final Exam you will see a Results Screen. On that screen you will be told the number of questions that you've answered correctly and be given your score. To pass this course you must score a 70% or better on the Final Exam. Anything below a 70% will require you to retake the entire course, and then re-take the Final Exam. If you've successfully completed the Final Exam you will see a View Certificate. Clicking on this button will allow you to not only view your certificate but also print out a copy of it. **NOTE:** In the print view (the screen that displays when you click on the View Certificate button), in order for your certificate to print correctly, you must ensure that the print orientation is set to "Landscape".

Once you have printed your certificate, you are required to take a copy of the certificate to your Base Education Training Manager (BETM). Additionally, you may want to print a copy for your supervisor and a copy for your personal records.